



Classification Description

<u>Job Title:</u>	Associate Director, BSN Program	<u>Pay Grade:</u>	30
<u>Division:</u>	Division of Instruction/Professional & Technical Studies	<u>FLSA Status:</u>	Exempt
<u>Reports To:</u>	Dean, School of Nursing	<u>Job Code:</u>	3103

Job Purpose

This is professional, responsible work in providing supervision and instructional support for the RN to BSN Baccalaureate completion program for nurses. Work is performed under the leadership and direction of the Dean, School of Nursing, and in coordination with Edison Online and the Baccalaureate Office.

General Responsibilities

Essential Functions

In cooperation with the Dean, School of Nursing, and Edison Online, coordinates the operation of the RN to BSN Program including arranging didactic and clinical classrooms and practicum rotations.

In cooperation with the Dean, School of Nursing, ensures that instruction in the program is coordinated and that all students receive the required theory, lab, clinical instruction and supervision.

Provides operational leadership and direction to faculty in the development and delivery of instruction. Monitors the instructional program and provides guidance for the improvement of instructional quality.

Monitors program goals to ensure goals are assessed and evaluated annually. Manages an effective and efficient system for the delivery and evaluation of program courses.

Provides an effective communication system within the program and external agencies which fosters the exchange of ideas, and which provides opportunities for faculty/staff to participate in the decision making process.

Meets SACs and NLNAC requirements for program evaluation, course evaluation and goal planning.

Associate Director, BSN Programs

Provides support, guidance, and evaluation to nursing students who are interested in, or admitted to the RN to BSN Program.

Works with the Baccalaureate Office, to coordinate the selection of students who are admitted to the RN to BSN Program.

Teaches a maximum of 14 credit hours of nursing courses per academic year as approved by the Director of Nursing.

Maintains clear communication between the didactic and clinical faculty of the RN to BSN program and the Associate Director of Nursing on student progress.

Coordinates the generation of accurate information for the printing of class schedules and the college catalog.

In cooperation with the Director of Nursing, Associate Director of Nursing, and nursing faculty, develops and maintains curriculum, course syllabi, and evaluates curriculum and procedures.

Participates in Nursing Advisory Committee meetings.

Develops and maintains satisfactory relationships with community groups, agencies or institutions that provide facilities, state, regional and national agencies, the Edison State College administration and related health units.

Supervises all Edison State College faculty and staff in the RN to BSN Program.

Assists the Dean, School of Nursing in providing an effective organization through the hiring, training, evaluation and motivation of program personnel. Assists in maintaining an organizational structure that ensures effective and efficient program operations.

Works with the Dean, School of Nursing and nursing faculty as part of the nursing team.

Performs other job related duties as assigned.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Doctorate Degree in Nursing from a regionally accredited institution of higher education.

Active and unencumbered License in Florida as a Registered Nurse or eligible.

Demonstrated clinical and hospital experience and the ability to effectively communicate with and maintain positive working relationships with students, peers, staff, and supervisors.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.

Preferred Qualifications

At least two years of teaching and administrative experience.

Personal and educational philosophy compatible with the goals, objectives, and mission of Edison State College.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.

Associate Director, BSN Programs

- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved 8/31/10. Revised: March 1, 2011.